

The minutes of board and club meetings must be recorded for future reference and historical purposes. Here are several guide lines the Secretary may want to follow :

1. Use discretion as to what is important enough to be documented, particularly where discussion is involved.
2. Insure that the names of members making motions and seconding are recorded.
3. Don't try to record every word that is spoken. Record only those pertinent to club or board business or those which will provide the business history of the club.

Club meeting items which should be documented in the minutes are

- (1) members giving pledge, invocation, songs, etc;
- (2) number of guest and members present;
- (3) attendance percentage;
- (4) committee reports;
- (5) matters of business needing approval of total membership;
- (6) names and topic with comments about guest speaker or programme and
- (7) presentation of awards to members.